CITY OF BALTIMORE

DEPARTMENT OF TRANSPORTATION

STREETSCAPE/RECONSTRUCTION PLAN REVIEW CHECKLIST

Project: _____

Consulting Firm: _____

Reviewer: _____

Submission Date: _____

Design Stage % Submission _____

City or Federal Funded _____

By signing below, the Project Manager certifies that he or she has personally reviewed and approved all plans, specifications and the cost estimate in the submission.

_____

Date

	30% Prel	65% Semi	95% Final	100% PS&E
Plans/Specs/Estimate/Survey				
Consultant checked base survey in field	___	N/A	N/A	N/A
All drawings have been checked by PM	___	___	___	___
Cost Estimate has been checked by PM	___	___	___	___
All items of work are accounted for in specs/items	___	___	___	___
Consultant checked for site condition changes	___	___	___	___
Estimate items agree with plans and SOP	N/A	___	___	___
Specifications have been checked by PM	N/A	___	___	___
Specifications follow Balt. City standards	N/A	___	___	___
Special Provisions follow SHA stds (Fed Aid)	N/A	___	___	___
Title Sheet				
City Logo, Project Name, No. and limits	___	___	___	___
Field survey book numbers	___	___	___	___
Engineering Firm Logo	___	___	___	___
Location Map, scale and North Arrow	___	___	___	___
Project street bold, limits of work identified	___	___	___	___
Index of Sheets	___	___	___	___
City Standard block in bottom right	___	___	___	___
Standard Signature Blocks along bottom	___	___	___	___
Design Data – Street Class/Traffic data	N/A	___	___	___
PE Seal and professional certification statement	N/A	N/A	N/A	___
SHA & FAP No. – federal funded only	N/A	N/A	N/A	___
General Notes and Abbreviations Sheet				
General Notes and notes related to project	___	___	___	___
Abbreviations	___	___	___	___
Ex. and Prop Symbols	___	___	___	___
Geometric Sheet (or info on Plan Sheets)				
BL Construction with bearings & coordinates	___	___	___	___
City of Baltimore coordinates and datum used	___	___	___	___
Road Names	___	___	___	___
Scale	___	___	___	___
PC-PRC-PCC-PI-PT data	___	___	___	___
Baseline Curve Data Table	___	___	___	___
Equality Point ID's at intersecting Baselines	___	___	___	___
Baseline stations increase from Lt to Rt on dwgs	___	___	___	___
Horiz. and vert. control data provided	___	___	___	___
Detail Sheets				
Pavement Section Detail	N/A	___	___	___
Pavement design based off Geotech Report	N/A	___	___	___
HMA, stone, construction fabric thickness	N/A	___	___	___
Modified C&G detail	N/A	___	___	___
Sidewalk ADA details	N/A	___	___	___
ADA ramp blowup details for each ramp	N/A	___	___	___
Manholes in ped ramps can be adjusted	N/A	___	___	___

	30% Prel	65% Semi	95% Final	100% PS&E
Driveway aprons ADA compliant at sidewalk	N/A	____	____	____
Construction Details – not in Standards Book	N/A	____	____	____
Intersection Blowup Details w/ prop. 0.1' contours	N/A	____	____	____
Curb and pavement section detail	N/A	____	____	____
Sawcut location near gutter pan identified	N/A	____	____	____
6" curbs if parking lane, otherwise 8" curbs	N/A	____	____	____
Joint details for concrete pavements	N/A	____	____	____
Reference Bubbles	N/A	____	____	____
Driveway apron and profile details/table	N/A	____	____	____
Bus Pad detail	N/A	____	____	____
Curb Return Profiles if R≥20' (separate sheet)	N/A	____	____	____
Rounding Detail (if grading)	N/A	____	____	____
Roof Drain leader detail under sidewalk	N/A	____	____	____
Typical Section Sheets				
Existing (dashed) and Proposed Typical Roadway	____	____	____	____
Traffic direction arrows	____	____	____	____
R/W limits shown	____	____	____	____
Scale	____	____	____	____
Lanes and median dimensioned	____	____	____	____
Cross reference to Landscape Plans	____	____	____	____
Cross slopes and transition (P/R) locations	____	____	____	____
Cut/Fill slopes noted	____	____	____	____
Sidewalks dimensioned and cross slopes	____	____	____	____
BL Const shown and work tied to BL	____	____	____	____
P/GE, P/GL and P/C locations	____	____	____	____
TC (LT), TC (RT) locations	____	____	____	____
C&G type called out with BC#	N/A	____	____	____
Paving layers shown and detail - referenced	N/A	____	____	____
Superelevation Diagram/Table	N/A	____	____	____
Added sections for turn lane Typical	N/A	____	____	____
Limit of Class 1 and/or 2 Excavation identified	N/A	____	____	____
Shoulder stabilization requirement labeled	N/A	____	____	____
Roadway Plan Sheets (10 or 20 Scale)				
Plans are legible and design intent is clear	____	____	____	____
Construction legend on all plan sheets	____	____	____	____
Existing topographic features line weight 0	____	____	____	____
All access driveways/alleys shown	____	____	____	____
BL of Survey faded if different than BL Const.	____	____	____	____
Grid tick marks parallel w/ N. Arrow and aligned	____	____	____	____
3 Grid tick marks per sheet (min)	____	____	____	____
Existing Right of Way lines	____	____	____	____
Section/Ward/Block/Lot info for all properties	____	____	____	____
Property addresses included	____	____	____	____
Businesses identified (not private owners)	____	____	____	____
Design vehicle able to make all turns	____	____	____	____
Existing and Proposed utility surface features	____	____	____	____
Solid Shade – proposed full depth pavement	____	____	____	____

	30% Prel	65% Semi	95% Final	100% PS&E
Large angle shading – proposed mill/overlay area	____	____	____	____
Cross hatch – full depth pavement removal	____	____	____	____
Street names shown	____	____	____	____
Proposed curb bold and tie in locations	____	____	____	____
Gutter pan not shaded	____	____	____	____
Curb return radii labeled	____	____	____	____
Inlet at sump of curb returns	____	____	____	____
BL Construction/N. Arrow/Scale noted	____	____	____	____
Stabilization cover – Ex. & Prop. labeled	____	____	____	____
Driveway apron surface type labeled	____	____	____	____
No underground utilities (Utility Plans)	____	____	____	____
Limit of Work with station callouts	____	____	____	____
Survey extends 100' min. beyond project limits	____	____	____	____
Proposed Right of Way/Easements bold	N/A	____	____	____
Sawcut locations identified at L.O.W. locations	N/A	____	____	____
Sidewalks, ramps and driveways ADA compliant	N/A	____	____	____
Top of curb STA/Offset/El. table for align. points	N/A	____	____	____
Quantity tables w/ stations for bid items	N/A	N/A	____	____
Cross Reference to drawings within set	N/A	____	____	____
Grading limits established (C/F lines)	N/A	____	____	____
Roof Drain/Parking Meter Location Tables	N/A	____	____	____
Roadway Profile Sheets				
Horizontal and vertical scales noted	____	____	____	____
Profile meets design speed/sight distance criteria	____	____	____	____
Proposed Grades labeled (%) (min. 0.5%)	____	____	____	____
High and Low points computed and labeled	____	____	____	____
Ex. profile dashed and labeled P/GL	____	____	____	____
Prop. profile bold and labeled PGL	____	____	____	____
Vertical curve data provided on sheet	____	____	____	____
PVC, PVI and PVT shown and stationed	____	____	____	____
Existing Ground Profile shown 100' beyond limits	____	____	____	____
Intersecting streets and BLs shown	____	____	____	____
Ex. & PGL elevations shown to hundredth of foot	____	____	____	____
TC (LT), TC (RT) Elev labeled per STA on bottom	N/A	____	____	____
Elevations every 25' in vert curve, 50' in tangent	N/A	____	____	____
Existing UG utilities shown at correct elevations	N/A	____	____	____
Prop UG utilities shown at ultimate elevations	N/A	____	____	____
Composite Utility Plans (all prop. utilities)				
Roadway Plan features shown	N/A	____	____	____
Utility line styles comply with DOT Utility Legend	N/A	____	____	____
Utility legend on all utility sheets	N/A	____	____	____
Req'd utility construction notes	N/A	____	____	____
All utility line types are depicted correctly (legend)	N/A	____	____	____
Existing underground utility facilities screened	N/A	____	____	____
Existing light and traffic poles screened	N/A	____	____	____
Label all surface and UG utilities	N/A	____	____	____
Proposed UG utilities are bold	N/A	____	____	____

	30% Prel	65% Semi	95% Final	100% PS&E
Proposed storm drain system shown	N/A	____	____	____
Prop. City conduit alignment shown	N/A	____	____	____
Ex. & Prop. street & ped lighting shown	N/A	____	____	____
Utility/Light poles to be relocated are identified	N/A	____	____	____
Prop. utility work by others labeled	N/A	____	____	____
BGE utility pole numbers shown	N/A	____	____	____
Ex. & Prop. signal facilities shown	N/A	____	____	____
Signal/Street Light poles clear of ramps	N/A	____	____	____
Light poles not near trees	N/A	____	____	____
Hand box for each light	N/A	____	____	____
Wood poles w/ lights have different symbols	N/A	____	____	____
Prop. work within R/W or Prop. R/W	N/A	____	____	____
Vault limits under sidewalk dashed	N/A	____	____	____
No spatial conflicts underground (horiz. or vert.)	N/A	____	____	____
BL of Construction/N. Arrow/Scale noted	N/A	____	____	____
Street trees shown (ultimate condition)	N/A	____	____	____
Test Hole targets with ID# 's	N/A	____	____	____
Test Hole info table (ref info in specs)	N/A	____	____	____
Soil/Pvmt boring targets (ref info in specs)	N/A	____	____	____
Utility structure adjustment table quantities	N/A	N/A	____	____
Utility easements needed are bold	N/A	____	____	____
Trench detail if utility work beyond road limits	N/A	____	____	____
Quantity tables w/ stations for utility bid items	N/A	N/A	____	____

Storm Drain Plans

Roadway Plan features shown but not shading	____	____	____	____
Existing topo & drainage facilities screened	____	____	____	____
Utility line styles comply with DOT Utility Legend	____	____	____	____
BL of Construction/N. Arrow/Scale noted	____	____	____	____
Existing/Proposed Right of Way lines	____	____	____	____
Prop. storm drains bold with size/azimuth	____	____	____	____
Prop. inlets bold and labeled	____	____	____	____
Sufficient # of inlets and correct types	____	____	____	____
Inlets at all sumps	____	____	____	____
Acceptable inlet to manhole connections/angles	____	____	____	____
Bike friendly inlet grates	____	____	____	____
Top of curb and top of grate elevations labeled	____	____	____	____
Requirements on "Storm Drain Notes" checked	____	____	____	____
Inlets strategically placed at intersections/driveways	____	____	____	____
No utility conflicts	N/A	____	____	____
Drainage easements identified/bold	N/A	____	____	____
Pipe/structure removal identified	N/A	____	____	____
Acceptable spread – comps to DPW	N/A	____	____	____
Drainage comps to DPW	N/A	____	____	____
Drainage Structure Tables per sheet	N/A	____	____	____
Storm Drain Details	N/A	____	____	____
Storm Drain Profile Sheets	N/A	____	____	____
• Size, type, slope, class, LF, stationing	N/A	____	____	____
• Ref Bubbles/Structure Schedule per sheet	N/A	____	____	____

	30% Prel	65% Semi	95% Final	100% PS&E
• Q_{10}, V_{10}, 10-yr HGL	N/A	____	____	____
• Existing Utilities and Prop Grade Line	N/A	____	____	____
• Inverts	N/A	____	____	____
Lighting Plans				
Correct style of street and pedestrian lights	____	____	____	____
Proper symbols for different types of ex. lights	____	____	____	____
Proper symbols for different types of prop. lights	____	____	____	____
BL of Construction/N. Arrow/Scale noted	____	____	____	____
Existing lights/conduits/hand boxes shown	____	____	____	____
Utility poles shown and relocations noted	____	____	____	____
Reference to specific Baltimore City standard plates	____	____	____	____
Correct light pole bases/lamps in bid items	____	____	____	____
Mast arm length identified	____	____	____	____
Luminaire wattage identified	____	____	____	____
Adequate lighting/photometric study	N/A	____	____	____
Minimum foot-candles achieved	N/A	____	____	____
Encased conduit and detail	N/A	____	____	____
Underground conduit and hand boxes shown	N/A	____	____	____
Feed for new lights identified/BGE approved	N/A	____	____	____
STA/Offset tables for proposed lights/hand boxes	N/A	____	____	____
Lighting details and notes included	N/A	____	____	____
Temporary lighting work identified if applicable	N/A	____	____	____
Designer checked "Lighting Plan Review Requirements" checklist	N/A	____	____	____
Traffic Signal Plans				
Signal designer visited site of each new traffic signal	____	____	____	____
Designer checked "Traffic Signal Design Checklist" And "Traffic Signal Design Guidance" (include with submission)	____	____	____	____
Maintenance of Traffic Plans				
Conceptual MOT plans	____	____	____	____
MOT Legend	____	____	____	____
Street names	____	____	____	____
General Notes for Traffic Control	____	____	____	____
MOT Phasing clear and logical	____	____	____	____
Work zones shaded	____	____	____	____
Traffic flow arrows for all lanes open	____	____	____	____
Channelization devices identified	____	____	____	____
BL of Construction/N. Arrow/Scale noted	____	____	____	____
Adequate lane widths provided & dimensioned	____	____	____	____
Lane widths account for inlet protection space	____	____	____	____
Pedestrian MOT shown & section detail	____	____	____	____
S/W construction matches roadway MOT setup	____	____	____	____
Project is constructible with MOT setup	____	____	____	____

	30% Prel	65% Semi	95% Final	100% PS&E
MUTCD reference made	N/A	____	____	____
Access to all properties maintained – all phases	N/A	____	____	____
SHA drop off protection policy followed	N/A	____	____	____
Pertinent lane closure plates in specs	N/A	N/A	____	____
Notes for flagger requirements	N/A	____	____	____
Temp. pavement marking legend	N/A	____	____	____
Buffers behind channelizing devices	N/A	____	____	____
TCB end treatments	N/A	____	____	____
Typical drum spacing dimension	N/A	____	____	____
Arrow Board/VMS locations shown	N/A	____	____	____
Detour Plan (if applicable)–Traf. Div. must approve	N/A	____	____	____
Lane Closure restriction in specs	N/A	____	____	____
MOT Typical Sections w/ work zones - each phase	N/A	____	____	____
Sequence of Construction listed per phase	N/A	____	____	____
Ult. infrastructure from previous phases shown	N/A	N/A	____	____
MOT signs with ID labels and size callouts	N/A	____	____	____
Temporary pavement markings labeled	N/A	____	____	____
Quantity tables w/ stations for MOT items	N/A	N/A	____	____
Erosion and Sediment Control Plans/Notes/Details				
Ex. (screened) & Proposed roadway shown	N/A	____	____	____
Ex. (screened) & Prop. contours (bold)	N/A	____	____	____
BL of Construction/N. Arrow/Scale noted	N/A	____	____	____
Limit of Disturbance (LOD) bold	N/A	____	____	____
Sediment controls clearly shown	N/A	____	____	____
Runoff filtered at each point leaving site	N/A	____	____	____
Sediment controls encapsulate LOD	N/A	____	____	____
Quantity tables w/ stations for E&S bid items	N/A	N/A	____	____
E&S Details	N/A	____	____	____
E&S General Notes	N/A	____	____	____
Certif. Block (PE & Owner only, not approval)	N/A	____	____	____
Site Information provided	N/A	____	____	____
Stabilization schedule	N/A	____	____	____
Ex. & Prop. drainage facilities shown	N/A	____	____	____
Sequence of Construction – specific to work	N/A	____	____	____
E&S sequence of const. matches MOT sequence	N/A	____	____	____
E&S design consistent with prop. drainage work	N/A	____	____	____
Plans meet DPW E&S checklist requirements	N/A	____	____	____
E&S submission to DPW for permit	N/A	____	N/A	N/A
SWM Report submitted to DPW w/ checklist	N/A	____	N/A	N/A
Signing and Pavement Marking Plans				
Check plan for physical feature conflicts w/ signs	N/A	____	____	____
Legend	N/A	____	____	____
QC check for sign locations and replacements	N/A	____	____	____
BL of Construction/N. Arrow/Scale noted	N/A	____	____	____
Sta/Offsets of proposed lane shifts	N/A	____	____	____
Stop bar locations adequate for design vehicle turns	N/A	____	____	____
Pvmt marking line widths and symbols labeled	N/A	____	____	____

	30% Prel	65% Semi	95% Final	100% PS&E
Crosswalk type meets City standards	N/A	____	____	____
Traffic direction arrows	N/A	____	____	____
No trees blocking signs-show prop. trees	N/A	____	____	____
Show all ex. signs along street (faded)	N/A	____	____	____
Ex. signs to be removed are crossed out	N/A	____	____	____
Prop. signs w/ ID labels and size callouts	N/A	____	____	____
Prop. lane widths labeled	N/A	____	____	____
Sign Schedule	N/A	N/A	____	____
Landscaping Plans				
BL of Construction/N. Arrow/Scale noted	____	____	____	____
Check each plan for physical features conflicts	____	____	____	____
Tree species and sizes labeled	____	____	____	____
Planter species and size labeled	____	____	____	____
Sidewalk material w/ planting detail	N/A	____	____	____
All landscape items are clearly detailed	N/A	____	____	____
Quantity tables for all landscape bid items	N/A	N/A	____	____
Tree protection for existing trees to remain	N/A	____	____	____
Dimensions of new tree pits based on sidewalk width (see Tree Pit Goals table)	N/A	____	____	____
Cross Sections				
X-Sections every 25 feet (50' if approved by PM)	N/A	____	____	____
Project Name & Number	N/A	____	____	____
Section Road Station	N/A	____	____	____
BL Construction	N/A	____	____	____
Datum and elevations	N/A	____	____	____
Cross Sections at all intersections/driveways/alleys	N/A	____	____	____
Ex. and Prop. underground utilities shown	N/A	____	____	____
Ex. and Prop. road and shoulder cross slopes shown	N/A	____	____	____
TC and flow line elevations	N/A	____	____	____
PGE elevations	N/A	____	____	____
R/W limits shown	N/A	____	____	____

Note: For more specific utility plan requirements coordinate with those agencies.

Notes and Comments from Consultant: